

Reclamation Manual

Reclamation Acquisition Regulation System

401 DM Addition to FAR & DIAR

PART WBR 1432 -- CONTRACT FINANCING

WBR 1432

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PART WBR 1432 -- CONTRACT FINANCING

WBR 1432.906

PART WBR 1432 -- CONTRACT
FINANCING

SUBPART WBR 1432.6 -- CONTRACT DEBTS

WBR 1432.605 Responsibilities and cooperation
among Government officials.

The CO is responsible for determining the amount of a contract debt and for notifying the authorized billing office of the debt.

SUBPART WBR 1432.7 -- CONTRACT
FUNDING

WBR 1432.704 Limitation of cost or funds.

WBR 1432.704-80 Reclamation incrementally funded
firm-fixed-price contracts.

Pursuant to Section 12 of the Reclamation Project Act of 1939 (43 U.S.C. 388), Reclamation is authorized to enter into incrementally funded firm-fixed-price contracts for construction and related supply and service contracts when funds are not available to fully fund the contract at award.

WBR 1432.705 Contract clauses.

WBR 1432.705-80 Reclamation contract clause.

The CO shall insert the clause at WBR 1452.232-80, Limitation of Funds (Fixed-Price Contract) -- Bureau of Reclamation, in solicitations and contracts for construction and for related supplies or services when an incrementally funded, firm-fixed-price contract is contemplated. Instructions for completing paragraph (b) of the clause and for adjusting the notification requirements of paragraph (d) are contained in WBR 1452.232-80.

SUBPART WBR 1432.9 -- PROMPT PAYMENT

WBR 1432.900 Scope of subpart.

This subpart prescribes Reclamation policies, procedures, clauses, and formats to ensure prompt payment and implement the recommendations of the Reclamation Prompt Payment Act Committee as approved by the Assistant Commissioner -- Administration on December 30, 1991.

WBR 1432.903 Policy.

The CO may assist contractors, on an as-needed basis, in the preparation of invoices by discussing and reaching agreement on the stage of progress, items delivered, or work performed. However, the contractor has the final responsibility for preparation of invoices.

WBR 1432.904 Responsibilities.

The Reclamation desk guide entitled "Guide for Processing Receiving Reports and Invoices (Jan 92)" contains uniform procedures for receipt and timely processing of receiving reports and invoices to foster prompt payment to contractors under FAR Subpart 32.9. Copies may be obtained from Property and Office Services, D-7910.

WBR 1432.905 Invoice payments.

(a) In solicitations and contracts for construction, when the Schedule contains a separate line item for mobilization and preparatory work it shall clearly state any not-to-exceed percentage amount associated with the line item and the clause prescribed by WBR 1432.908-80(a) shall be used for making payments under this item.

(b) When a construction contract specification contains a "Construction Program" paragraph, the progress update reports required must be included with the contractor's payment request to constitute a proper invoice (as authorized in subparagraph (a)(2)(ix) of the clause at FAR 52.232-27, Prompt Payment for Construction Contracts). The clause prescribed in WBR 1432.908-80(b) shall be used for implementing this policy.

(b) In instances where technical data are required by a separate contract line item in the Schedule to be delivered, the CO may retain amounts adequate to protect the Government's interests if the data are not delivered by the required date. The clause prescribed in WBR 1432.980-80(c) shall be used for this purpose.

WBR 1432.905-80 Construction contract invoice
payments.

Upon receipt of the contractor's invoice payment request under a construction contract, the CO or authorized representative shall attach a completed Contract Summary and Voucher (using a format similar to the format illustrated in WBR

1453.303-1432-1) on the front of the invoice payment request and transmit the request to Finance and Accounting Services, Operations Group, D-7730 for processing.

WBR 1432.906 Contract finance payments.

WBR 1432.906-80 Vendor express (VX) payments
procedures.

(a) Contracting officer responsibilities. Contracting officers shall:

(1) request contractors to complete Standard Form (SF) 3881, ACH Vendor/Miscellaneous Payment Enrollment Form, and return it to the initiating acquisition office for each acquisition, including those using simplified

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acquisition procedures (Facsimile copies of the signed form are acceptable);

(2) include the clause at FAR 52.232-28, Electronic Funds Transfer Payment Methods, in all solicitations, contracts, purchase orders, and other purchase instruments if payment may be made by electronic funds transfer; and

(3) require contractors to submit a separate form for each financial institution the contractor intends to use for payments.

(b) Invoices with multiple account numbers. Contracting officers shall not use the VX system if invoices will contain payments to more than two different accounting and appropriation account numbers.

(c) Multiple invoice numbers. Contractors listing more than two invoice numbers on an invoice for payment may use the VX system if they submit a summary invoice listing all the attached invoices.

(d) Obtaining publications. Contracting officers can obtain VX publications, at no expense, including:

(1) the Vendor Express, A government System that Pays;

(2) Vendor Express and the Federal Agency;

(3) Vendor Express and the Vendor (Customer); and

(4) Vendor Express and the Bank (Vendor Account).

These publications can be ordered from: Kansas City Regional Financial Center, Code: US TREAS 310, (913) 236-3470.

(e) Obtaining form. The SF 3881 form, identified by National Stock Number 7540-01-274-9925, can be obtained from regional GSA Customer Supply Centers.

(f) Obtaining information from contractors. Contracting officers shall:

(1) complete the agency portion of the SF 3881, and send it to the contractor at the time of award;

(2) have the contractor complete the form and forward it to the financial institution;

(3) have the financial institution complete the financial institution information and return the form to the CO;

(4) retain a copy of the form for the file and forward the original form to Finance and Accounting Services, Operations Group, D-7730.

WBR 1432.907 Interest penalties.

WBR 1432.907-80 Reduction of interest for late payments.

(a) Policy. This guidance applies to all aspects of receiving reports and invoices for goods and services, including Blanket Purchase Agreements.

(b) Desk Guide. Guidance for receiving reports and invoices is contained in the Guide for Processing Receiving Reports and Invoices which can be obtained from the

Leader, Property and Office Services, D-7910.

WBR 1432.908 Contract clauses.

WBR 1432.908-80 Reclamation contract clauses.

(a) The CO shall insert a clause substantially the same as the clause at WBR 1452.232-81, Payment for Mobilization and Preparatory Work -- Bureau of Reclamation, in solicitations and contracts for construction when a separate line item for mobilization and preparatory work is included in the Schedule.

(b) The CO shall insert a clause substantially the same as the clause at WBR 1452.232-82, Other Invoice Requirements -- Bureau of Reclamation, in all solicitations and contracts for construction when the specification contains a "Construction Program" paragraph.

(c) The CO shall insert a clause substantially the same as the clause at WBR 1452.232-83, Payment for Technical Data -- Bureau of Reclamation, in solicitations and contracts when a separate line is included in the Schedule for submission of technical data. The CO shall specify in the clause the amount of retainage considered adequate to protect the Government's interests if the data are not delivered by the required date.

WBR 1432.980 Fund reservation and invoice payment tracking system.

(a) In all instances where the reservation of funds is not equal to the total contract price, the CCO shall establish and maintain a tracking system which identifies and maintains the current status of --

(1) The amount of funds and the document used to reserve funds for payment;

(2) A record of all contractor invoices submitted for payment; and

(3) The balance of funds remaining for future payment.

(b) Contracting offices are encouraged to use existing systems for the purpose of compliance with the tracking requirement.